

**COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND
COMMUNITY SERVICES
REQUEST FOR PROPOSALS
ELDERLY NUTRITION PROGRAM SERVICES
AAA-ENP-1720 RFP
ADDENDUM ONE**

In accordance with the RFP, Subparagraph 4.4 (County's Right to Amend Request for Proposals), County has the unlimited right to amend this RFP by written addendum at any time before the required submission date. As such, this Addendum One is hereby issued for this RFP to address the following elements:

PART I (CHANGES TO THE RFP)

- A. RFP, Subparagraph 1.1 (County of Los Angeles Community and Senior Services) is deleted in its entirety and is replaced with the following:

1.1 County of Los Angeles Workforce Development, Aging and Community Services

- 1.1.1 In accordance with the County of Los Angeles ordinance adopted by the Board of Supervisors to effect a name change, on December 15, 2016, County of Los Angeles Community and Senior Services ("County" or "CSS") shall be renamed County of Los Angeles Workforce Development, Aging and Community Services ("County" or "WDACS"). Throughout the entirety of this RFP and any documents and communications related to this RFP, all references to Community and Senior Services, CSS and County shall be understood to read as Workforce Development, Aging and Community Services, WDACS and County.
- 1.1.2 County of Los Angeles Workforce Development, Aging and Community Services is committed to providing services which have positive impacts on the lives of the citizens of Los Angeles County. WDACS investigates claims of the abuse of senior and disabled populations and provides emergency shelter beds to these victims of abuse and neglect through WDACS' Adult Protective Services Program. WDACS provides employment and training services to adults and youth and works with employers in times of hiring and downsizing through WDACS' Workforce Innovations and Opportunity Act Programs. WDACS offers mediation services to avoid court filings through WDACS' Dispute Resolution Program. WDACS provides supportive services for a wide range of issues and

activities impacting people of American Indian ancestry through WDACS' Community Services American Indian Block Grant Program. WDACS seeks to improve human relations by developing and strengthening delivery systems of technical assistance and resources Countywide through WDACS' Human Relations Commission. And, WDACS provides nutrition, supportive and other life-enhancing services to seniors/older individuals through WDACS' Area Agency on Aging Programs.

- B. RFP, Subparagraph 1.5.2 (Provide ENP Services for a Full Region) is deleted in its entirety and is replaced with the following:

1.5.2 Provide ENP Services for a Full Region

- 1.1.2.1 Proposer must demonstrate its ability to provide ENP Services for a full Region, where the full Region includes all of the Congregate Meal sites and Home-Delivered Meal routes that are assigned to the Region as reflected in Appendix Q (Service Delivery Data). As such, proposals will not be accepted for Services to a "partial" Region.
- 1.1.2.2 Services provided for the San Gabriel Valley Region shall also include Services designated for the San Fernando Valley Region. As such, Proposer must demonstrate its ability to provide ENP Services for the San Gabriel Valley Region and the San Fernando Valley Region.
- 1.1.2.3 Services provided for the West Gateway Cities Region shall also include Services designated for the Central Los Angeles Region. As such, Proposer must demonstrate its ability to provide ENP Services for the West Gateway Cities Region and the Central Los Angeles Region.

- C. RFP, Subparagraph 1.5.3.3 is deleted in its entirety and is replaced with the following:

- 1.5.3.3 Proposer must demonstrate its ability to provide (at a minimum) the same level of Title III B Program Services to Clients (which may include Clients who are on a waiting list) as indicated in Appendix Q (Service Delivery Data), Exhibit 3 (Title III C-2 and Title III B Program Services Fiscal Year Projected Services Delivery Data).

- D. RFP, Subparagraph 2.1.7 (SPARTA Program) is deleted in its entirety and is replaced with the following:

2.1.7 SPARTA Program

- 2.1.7.1 A County program known as the Service Providers, Artisan and Trade Activities Program ("SPARTA") may be able to assist Proposer in obtaining affordable liability insurance. The SPARTA Program is administered by County's insurance broker, Merriwether & Williams. For additional information, Proposer may call Merriwether & Williams by phone or e-mail, respectively, as follows: (800) 420-0555 or www.2sparta.com.

- E. RFP, Subparagraph 3.2.3 (Proposer's Financial Capability) is deleted in its entirety and is replaced with the following:

3.2.3 Proposer's Financial Capability

- 3.2.3.1 Proposer shall provide audited financial statements, single audits or U.S. Securities and Exchange Commission filings (if the filings contain all necessary information) which reflect Proposer's most recent three (3) full Fiscal Years of financial activities. These financial documents shall reflect activities for Fiscal Year 2012-2013, Fiscal Year 2013-14, Fiscal Year 2014-15 and/or Fiscal Year 2015-16 (e.g., financial documents reflecting activities for Fiscal Years 2008-2009, 2009-2010, 2010-2011, etc. are not acceptable to meet this Minimum Mandatory Qualification). These financial documents must provide an accurate representation of the entire financial position of Proposer's organization. Income Tax returns will not be acceptable to meet Proposer's Financial Capability requirement.
- 3.2.3.2 Proposer shall provide copies of financial audit reports from other County departments, including all corrective action plans and corresponding resolutions, if applicable.

- F. RFP, Subparagraph 4.7.4 is deleted in its entirety and is replaced with the following:

4.7.4 Refer to Appendix A (Sample Subaward), Subparagraph 9.19 (Payment and Performance Guaranties) for additional information on the requirements for these Guaranties.

- G. RFP, Subparagraph 5.3 (Contact with County Personnel) is deleted in its entirety and is replaced with the following:

5.3 Contact with County Personnel

- 5.3.1 All contact regarding this RFP or any matter relating thereto must be in writing and shall be either e-mailed or mailed using the following information (please use only one (1) of these methods to contact County):

E-mail Address:

aaarfp@css.lacounty.gov

Postal Address:

County of Los Angeles
Workforce Development, Aging and Community Services
Contracts Management Division
Attention: AAA-ENP-1720 RFP
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708

- 5.3.2 Proposer shall not contact any County personnel as it relates to any aspect of this solicitation. All contact shall be conducted using the information provided in Subparagraph 5.3.1. If it is discovered that Proposer contacted and/or received information from any County personnel regarding this solicitation, County, in its sole determination, may disqualify Proposer's proposal from further consideration.

- H. RFP, Subparagraph 5.7 (Confidentiality and Independent Contractor Status) is deleted in its entirety and is replaced with the following:

5.4 Confidentiality and Independent Contractor Status

- 5.4.1 As appropriate, Subrecipient shall comply with the confidentiality and the independent contractor status provisions contained in Appendix A (Sample Subaward), Subparagraph 7.6 (Confidentiality) and Subparagraph 8.22 (Independent Contractor Status), respectively.

- I. RFP, Subparagraph 5.26.1 is deleted in its entirety and is replaced with the following:

- 5.26.1 The prospective Subaward is subject to the encryption requirements that are set forth herein and those which are set forth in Appendix A (Sample Subaward), Subparagraph 9.17 (Information Technology, Security and Privacy Requirements). Proposer shall become familiar with these encryption requirements and those outlined in Appendix A (Sample Contract) both of which are incorporated by reference into and made a part of this solicitation.

- J. RFP, Subparagraph 6.3.1 is deleted in its entirety and is replaced with the following:
- 6.3.1 County may give Local Small Business Enterprise (“LSBE”) Preference during this solicitation process to Proposer that meets the definition of a LSBE, consistent with Los Angeles County Code Chapter 2.204.030C.2.
- K. RFP, Subparagraph 6.3.2 is deleted in its entirety and is replaced with the following:
- 6.3.2 Proposer may request the LSBE Preference in this solicitation when Proposer meets the following conditions: 1) Proposer shall meet at least one (1) of the certification requirements outlined in Subparagraph 6.3.2.1 – Subparagraph 6.3.2.2; and, 2) Proposer shall meet the certification requirement outlined in Subparagraph 6.3.2.3.
- 6.3.2.1 Proposer is certified as meeting the Federal small business criteria for the number of employees and/or revenue as defined by U.S. Small Business Administration (“SBA”).
- 6.3.2.2 Proposer is certified as maintaining an active registration as a small business on the Federal System for Award Management (“SAM”) database (for additional information refer to the following SAM website: <https://www.sam.gov>).
- 6.3.2.3 Proposer is certified as an LSBE vendor by the County of Los Angeles Department of Consumer and Business Affairs (“DCBA”). For additional information, please contact DCBA by phone or e-mail as follows: (855) 230-6430 or sbs@dcba.lacounty.gov, respectively. You may also visit DCBA’s website by using the following link: <http://dcba.lacounty.gov>.
- L. RFP, Subparagraph 6.5.1 is deleted in its entirety and is replaced with the following:
- 6.5.1 County may give Social Enterprise (“SE”) Preference during this solicitation process to Proposer that meets the definition of a SE vendor, consistent with Los Angeles County Code Chapter 2.205 (Social Enterprise Preference Program).
- M. RFP, Subparagraph 6.5.2 is deleted in its entirety and is replaced with the following:
- 6.5.2 Proposer may request the SE Preference in this solicitation when Proposer

meets the following conditions: : 1) Proposer shall meet at least one (1) of the certification requirements outlined in Subparagraph 6.5.2.1 – Subparagraph 6.5.2.2; and, 2) Proposer shall meet the certification requirement outlined in Subparagraph 6.5.2.3.

6.5.2.1 Proposer has been in operation for at least one (1) year providing transitional or permanent jobs with access to supportive services, jobs training/job readiness and skills building as indicated in Los Angeles County Code Chapter 2.205 (Social Enterprise Preference Program), employing at least fifty-one percent (51%) of a Transitional Workforce.

6.5.2.2 Proposer's primary purpose is the common good as demonstrated through a published mission statement and whose principal business activity is directly related to accomplishing that stated social mission.

6.5.2.3 Proposer is certified as an SE vendor by DCBA. For additional information, please contact DCBA by phone or e-mail as follows: (855) 230-6430 or sbs@dcba.lacounty.gov, respectively. You may also visit DCBA's website by using the following link: <http://dcba.lacounty.gov>.

N. RFP, Subparagraph 6.6.1 is deleted in its entirety and is replaced with the following:

6.6.1 County may give Disabled Veteran Business Enterprise ("DVBE") Preference during this solicitation process to Proposer that meets the definition of a DVBE vendor, consistent with Los Angeles County Code Chapter 2.211 (Disabled Veteran Business Enterprise Preference Program).

O. RFP, Subparagraph 7.1.5.3 is deleted in its entirety and is replaced with the following:

7.1.5.3 County requirements:

7.1.5.3.1 Policy manuals and memoranda: [Business Opportunities with WDACS/Doing Business with WDACS](#)

7.1.5.3.2 Reporting requirements and procedures: Appendix A (Sample Subaward)

7.1.5.3.3 Assessment/evaluation criteria: Paragraph 8.0 (Selection Process and Evaluation Criteria)

7.1.5.3.4 Appeal procedures: Subparagraph 7.4 (Solicitation Requirements Review) and Subparagraph 8.6 (Post Evaluation Appeals Process)

- P. RFP, Subparagraph 7.2 (Truth and Accuracy of Representations) is deleted in its entirety and is replaced with the following:

7.2 Truth and Accuracy of Representations

7.2.1 False, misleading, incomplete or deceptively unresponsive statements made in connection with the proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at County's sole judgment and this judgment shall be final. All proposals shall be firm and final offers and may not be withdrawn for a period of two hundred seventy (270) days following the final proposal due date and time which are indicated in [Subparagraph 7.3 \(RFP Timetable\)](#).

- Q. RFP, Subparagraph 7.3 (RFP Timetable) is deleted in its entirety and is replaced with the following:

7.3 RFP Timetable

Activity	Date
Release of RFP	11/03/2016
Request for a Solicitation Requirements Review Due	11/17/2016
Mandatory Proposers' Conference	11/18/2016
Proposers' Written Questions for RFP Due Date and Time (Pacific Standard Time ("PST"))	11/18/2016 (5:00 p.m. PST)
Final Questions and Answers for RFP Released (tentative)	12/23/2016
Proposers' Written Questions for Addendum One Due Date and Time	12/28/2016 (12:00 p.m. PST)
Notice of Intent to Submit Proposal Due Date and Time	12/28/2016 (12:00 p.m. PST)
Final Questions and Answers for Addendum One Released (tentative)	01/09/2017
Final Proposal Due Date and Time	01/27/2017 (12:00 p.m. PST)
Completion of Evaluation (tentative)	03/15/2017
Notification of Proposed Subaward (tentative)	03/31/2017

Activity	Date
Receive Letter of Intent from Prospective Subrecipient (tentative)	04/07/2017
Effective Date to Commence Subaward Services	07/01/2017

- R. RFP, Subparagraph 7.5 (Proposers' Questions) is deleted in its entirety and is replaced with the following:

7.5 Proposers' Questions

- 7.5.1 Proposers may submit written questions regarding this RFP by e-mail or mail to County as identified in [Subparagraph 7.5.3](#). All questions must be received no later than Friday, November 18, 2016 by 5:00 p.m. (PST) and must be in writing. Without identifying the submitting company, all questions along with their corresponding answers will be compiled into a question and answer document ("Q & A"). The Q & A document will only be provided to each individual whose name and contact information is legibly provided on the Mandatory Proposers' Conference sign-in sheet.
- 7.5.2 When submitting questions, please specify the document name/title (i.e., solicitation document, Appendix A (Sample Subaward), Appendix B (Statement of Work), etc.), Paragraph/Subparagraph number, title and page number(s) and quote the language that prompted the question. This will ensure that the item in question can be quickly identified in this RFP. County reserves the right to group similar questions when providing answers on the Q & A document.
- 7.5.3 Questions may address Proposer's concerns about the RFP document, process or requirements. All questions should be submitted to County by either e-mail or mail as follows (please use only one (1) of these methods to send questions):

E-mail Address:

aaarfp@css.lacounty.gov

Postal and Delivery Address:

County of Los Angeles
 Workforce Development, Aging and Community Services
 Contracts Management Division
 Attention: AAA-ENP-1720 RFP
 3175 West 6th Street, Room 403
 Los Angeles, CA 90020-1708

- 7.5.4 Questions may only be directed to County in the manner and during the Q & A timeframe which are indicated in this Subparagraph 7.5. Contacting any of County's staff (by phone, e-mail, etc.) in relation to this solicitation in addition to contacting County outside of the Q & A timeframe are strictly prohibited. Any deviation from the manner in which Proposer may contact County as specified herein may subject Proposer's proposal to disqualification from the solicitation process.

- S. RFP, Subparagraph 7.6 (Intentionally Omitted) is replaced with the following:

7.6 Notice of Intent to Submit Proposal

- 7.6.1 In an effort to plan the evaluation component of this solicitation, County requests Proposer that intends to submit a proposal to complete Appendix S (Notice of Intent to Submit Proposal) and submit it to County by e-mail, mail or in-person no later than Wednesday, December 28, 2016 at 12:00 p.m. using one (1) of the following addresses:

E-mail Address:

aaarfp@css.lacounty.gov

Postal and Delivery Address:

County of Los Angeles Workforce Development, Aging and
Community Services
Attention: AAA-ENP-1720 RFP
3175 West Sixth Street, Room 403
Los Angeles, CA 90020

- T. RFP, Subparagraph 7.8.2 is deleted in its entirety and is replaced with the following:

7.8.2 Proposal Copies

- 7.8.2.1 As specified in Subparagraph 7.11 (Proposal Submission), Proposer shall submit one (1) original hardcopy proposal (containing the Minimum Mandatory Qualifications, Business Proposal and Cost Proposal) that is bound together in a 3-ring binder and four (4) duplicate hardcopies of the proposal in four (4) binders for a total of five (5) hardcopy proposals in five (5) binders. The original hardcopy proposal (i.e., the proposal which contains the original wet signatures of Proposer's Authorized Representative on each applicable form) shall be clearly identified on the front of the binder using the words "Original Proposal".

- 7.8.2.2 Proposer shall store a clearly legible copy of the proposal on either a thumb drive or flash drive and shall submit two (2) electronic versions of the proposal (i.e., Proposer shall submit two (2) thumb drives containing the proposal).
- 7.8.2.3 Proposer shall store clearly legible copies of the following information on either a thumb drive or flash drive: the documents which demonstrate Proposer's financial capabilities (as specified in Subparagraph 3.2.3 (Proposer's Financial Capability) and Subparagraph 7.9.1.6 (Section C (Proposer's Financial Capability))) and Proposer's cost allocation plan narrative (as specified in Subparagraph 3.2.4 (Proposer's Cost Allocation Plan) and Subparagraph 7.9.1.7 (Section D (Proposer's Cost Allocation Plan))). Proposer shall submit two (2) electronic versions of these documents (i.e., Proposer shall submit two (2) thumb drives each containing the financial capabilities documents and the cost allocation plan narrative).
- 7.8.2.4 The electronic version of the proposal, financial capabilities documentation and cost allocation plan narrative shall be in the form of PDF/scanned documents; Word or Excel versions of these documents are not acceptable. Any proposal that deviates from this prescribed format may be deemed as non-responsive and may be rejected without further review at County's sole discretion.
- U. RFP, Subparagraph 7.9.1.4.2 (Subsection A-2 (Required Support Documents for Business Entities)) is deleted in its entirety and is replaced with the following:
- 7.9.1.4.2 **Subsection A-2 (Required Support Documents for Business Entities)**
- 7.9.1.4.2.1 Taking into account the structure of Proposer's organization, Proposer shall determine which of the supporting documents listed in Subparagraph 7.9.1.4.2.4 (Corporation Support Documents), Subparagraph 7.9.1.4.2.5 (Partnership Support Documents) or Subparagraph 7.9.1.4.2.6 (Other Business Entity Support Documents) that County requires. Proposer shall submit the appropriate documentation as part of Section A (Proposer's Organization), Subsection A-2 (Required Support Documents for Business Entities) of the proposal. Proposer shall clearly label/identify each document.
- 7.9.1.4.2.2 If Proposer's organization does not fit into one (1) of

these categories, upon receipt of the proposal or at some later time, County may, in its sole discretion, request additional documentation regarding Proposer's business organization and authority of individuals to sign the Subaward.

7.9.1.4.2.3 If Proposer does not have these required documents available at the time of proposal submission, Proposer must request the appropriate documents from the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized. Proposer shall prepare a statement describing the status of this request. Proposer shall submit this description along with documented evidence (written confirmation showing that Proposer has requested this information) as part of Section A (Proposer's Organization), Subsection A-2 (Required Support Documents for Business Entities) of the proposal.

7.9.1.4.2.4 **Corporation Support Documents**

7.9.1.4.2.4.1 Support documents for corporations and limited liability companies are identified herein.

7.9.1.4.2.4.2 Certificate of Good Standing (the most recent copy obtained within the last five (5) years as filed with the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized).

7.9.1.4.2.4.3 Statement of Information (a conformed copy of the most recent filing submitted to the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized that is obtained within the last five (5) years), listing corporate officers, members and managers).

7.9.1.4.2.5 Partnership Support Documents

- 7.9.1.4.2.5.1 General Partnership: Statement of Partnership Authority (a conformed copy of the most recent filing along with any amendments thereto submitted to the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized that is obtained within the last five (5) years) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized.
- 7.9.1.4.2.5.2 Limited Partnership: Certificate of Limited Partnership (a conformed copy of the most recent filing along with any amendments thereto submitted to the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized that is obtained within the last five (5) years) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized.
- 7.9.1.4.2.5.3 Foreign Limited Partnership: Foreign Limited Partnership Application for Registration (a conformed copy of the most recent filing along with any amendments thereto submitted to the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized that is obtained within the last five (5) years) or other record of similar

import by an authorized public official of the jurisdiction under which the entity is organized).

7.9.1.4.2.5.4 Limited Liability Partnership: Application to Register a Limited Liability Partnership (a conformed copy of the most recent filing along with any amendments thereto submitted to the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized that is obtained within the last five (5) years) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized.

7.9.1.4.2.6 Other Business Entity Support Documents

7.9.1.4.2.6.1 Municipal Corporation, Political Subdivision of the State: Full text of the Charter or abbreviated Charter (a copy of the most recent filing with the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized. When providing the abbreviated Charter, such copy shall minimally include the cover page with entity's seal, and entity's name, governing/legal authority and its nature and powers.

7.9.1.4.2.6.2 Joint Powers Authority/Joint Powers Agency: Notice of Joint Powers Agreement (a conformed copy of the most recent filing along with the joint powers agreement and any amendments thereto with the Secretary of State or

equivalent office for the state in which Proposer's organization is incorporated/organized) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized.

- V. RFP, Subparagraph 7.9.1.6 (Section C (Proposer's Financial Capability)) is deleted in its entirety and is replaced with the following:

7.9.1.6 Section C (Proposer's Financial Capability)

7.9.1.6.1 Proposer shall submit audited financial statements, single audits or U.S. Securities and Exchange Commission filings (if the filings contain all necessary information) as part of Section C (Proposer's Financial Capability) of the proposal. These financial documents must provide an accurate, verifiable representation of the entire financial position of Proposer's organization and will be used to determine Proposer's financial viability (i.e., County will conduct a financial capability evaluation of the documents submitted to meet this requirement). County may require additional financial information as part of this financial capability evaluation.

7.9.1.6.2 These financial documents shall be prepared by a Certified Public Accountant and shall reflect Proposer's most recent three (3) full Fiscal Years of financial activities. These financial documents shall reflect activities for Fiscal Year 2012-2013, Fiscal Year 2013-14, Fiscal Year 2014-15 and/or Fiscal Year 2015-16 (e.g., financial documents reflecting activities for Fiscal Years 2008-2009, 2009-2010, 2010-2011, etc. are not acceptable to meet this Minimum Mandatory Qualification). Income Tax returns will not be acceptable to meet Proposer's Financial Capability requirement.

7.9.1.6.3 At a minimum, these audited financial statements, single audits or U.S. Securities and Exchange Commission filings shall include the following:

7.9.1.6.3.1 Balance Sheet (or Statement of Financial Position) including all supporting

schedules (i.e., Current Assets, Current Liabilities, Detailed Aged Payables, Aged Receivables, Notes Payable, etc.)

7.9.1.6.3.2 Income Statement (or Profit and Loss Statement or Statement of Operations)

7.9.1.6.3.3 Statement of Cash Flow

7.9.1.6.3.4 Retained Earnings

7.9.1.6.3.5 Auditor's Unqualified Opinion

7.9.1.6.3.6 Any footnotes to the Statements

7.9.1.6.4 If Proposer is a subsidiary of another company then Proposer shall also provide audited financial statements, single audits or U.S. Securities and Exchange Commission filings (if the filings contain all necessary information) for the ultimate parent company as well as for Proposer. Provision of the parent company's financial information does not by itself satisfy the requirement for the provision of Proposer's financial information. In addition, the financial capability of the parent company cannot be substituted for Proposer's financial capability unless Proposer provides evidence that its parent company agrees to sign a parental guarantee; Proposer shall submit this evidence with its proposal.

7.9.1.6.5 Proposer shall provide copies of financial audit reports from other County departments, including all corrective action plans and corresponding resolutions, if applicable.

W. RFP, Subparagraph 7.9.1.9.3 is deleted in its entirety and is replaced with the following:

7.9.1.9.3 Proposer shall provide a narrative statement indicating whether or not it will be able to provide Title III B Program Services for the full Region beginning July 1, 2017 through June 30, 2020. When Proposer asserts that it will be able to provide Title III B Program Services, Proposer is certifying that it shall provide these Services to all Home-Delivered Meal Clients (which may include those who are on the Home-Delivered Meal waiting list) identified in Appendix Q (Service Delivery Data), Exhibit 3

(Title III C-2 and Title III B Program Services Fiscal Year Projected Services Delivery Data).

- X. RFP, Subparagraph 7.9.1.11.1.2.2 is deleted in its entirety and is replaced with the following:
 - 7.9.1.11.1.2.2 Exhibit 6 (Familiarity with County's Lobbyist Ordinance Certification)
- Y. RFP, Subparagraph 7.9.1.11.1.2.12 is added as follows:
 - 7.9.1.11.1.2.12 Exhibit 31 (Compliance with County's Zero Tolerance Human Trafficking Policy)
- Z. RFP, Subparagraph 7.9.2.5.7.1 is deleted in its entirety and is replaced with the following:
 - 7.9.2.5.7.1 Reference Appendix B (Statement of Work), Subsection 10.7.1 (Client Assessment for Home-Delivered Meal Services).
- AA. RFP, Subparagraph 7.9.2.5.8.1 is deleted in its entirety and is replaced with the following:
 - 7.9.2.5.8.1 Reference Appendix B (Statement of Work), Subsection 10.8 (Emergency Meal Services Requirements for Home-Delivered Meal Clients).
- BB. RFP, Subparagraph 7.9.2.5.9.1 is deleted in its entirety and is replaced with the following:
 - 7.9.2.5.9.1 Reference Appendix B (Statement of Work), Subsection 10.9 (Telephone Reassurance Services Requirements).
- CC. RFP, Subparagraph 7.9.2.5.9.2 is deleted in its entirety and is replaced with the following:
 - 7.9.2.5.9.2 Describe Proposer's plan to provide regular contact and safety checks to reassure and support Home-Delivered Meal Clients (including those individuals who are on a waiting list to receive Home-Delivered Meal Services).
- DD. RFP, Subparagraph 7.9.2.5.10.1 is deleted in its entirety and is replaced with the following:
 - 7.9.2.5.10.1 Reference Appendix B (Statement of Work), Subsection 10.7.2

(Home-Delivered Meal Waiting List Requirements).

- EE. RFP, Subparagraph 7.9.2.5.11.1 is deleted in its entirety and is replaced with the following:
- 7.9.2.5.11.1 Reference Appendix B (Statement of Work), Subsection 10.12 (Nutrition Services Incentive Program).
- FF. RFP, Subparagraph 7.9.2.5.12.1 is deleted in its entirety and is replaced with the following:
- 7.9.2.5.12.1 Reference Appendix B (Statement of Work), Subsection 10.13 (Mandatory Coordination with Dietary Administrative Support Services Program Subrecipient).
- GG. RFP, Subparagraph 7.9.2.5.13.1 is deleted in its entirety and is replaced with the following:
- 7.9.2.5.13.1 Reference Appendix B (Statement of Work), Subsection 10.14 (Mandatory Coordination with Disease Prevention and Health Promotion Program Subrecipient).
- HH. RFP, Subparagraph 7.9.2.5.14.1 is deleted in its entirety and is replaced with the following:
- 7.9.2.5.14.1 Reference Appendix B (Statement of Work), Subsection 10.15 (Central Kitchen/Caterer).
- II. RFP, Subparagraph 7.9.2.5.15.1 is deleted in its entirety and is replaced with the following:
- 7.9.2.5.15.1 Reference Appendix B (Statement of Work), Subsection 10.19 (Contributions and Fees for Cost of Meals).
- JJ. RFP, Subparagraph 7.9.2.5.15.4 is deleted in its entirety and is replaced with the following:
- 7.9.2.5.15.4 Proposer shall include the narrative descriptions for Title III C-1 Program Services and Title III C-2 Program Services (in that order) as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-15 (Contributions and Fees for Cost of Meals) of the proposal.
- KK. RFP, Subparagraph 7.9.3.4.1 is deleted in its entirety and is replaced with the following:

- 7.9.3.4.1 Proposer shall specify its proposed unit rate(s) by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 26 (Proposed Program Services for Title III C-1 Program). The proposed rate(s) shall reflect Proposer's anticipated operating costs to provide the designated Service Units to the designated Clients for the specified Region as reflected on the form. Proposer shall adhere to the requirements outlined in Appendix R (Instructions), Exhibit 4 (Guidelines for Developing Proposed Program Services for Title III C-1 Program) when completing this form.
- LL. RFP, Subparagraph 7.9.3.5.1 is deleted in its entirety and is replaced with the following:
- 7.9.3.5.1 Proposer shall specify its proposed unit rate(s) by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 27 (Proposed Program Services for Title III C-2 Program). The proposed rate(s) shall reflect Proposer's anticipated operating costs to provide the designated Service Units to the designated Clients for the specified Region as reflected on the form. Proposer shall adhere to the requirements outlined in Appendix R (Instructions), Exhibit 5 (Guidelines for Developing Proposed Program Services for Title III C-2 Program) when completing this form.
- MM. RFP, Subparagraph 7.9.3.6.1 is deleted in its entirety and is replaced with the following:
- 7.9.3.6.1 Proposer shall specify its proposed unit rate(s) by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 28 (Proposed Program Services for Title III B Program). The proposed rate(s) shall reflect Proposer's anticipated operating costs to provide the designated Service Units to the designated Clients for the specified Region as reflected on the form. Proposer shall adhere to the requirements outlined in Appendix R (Instructions), Exhibit 6 (Guidelines for Developing Proposed Program Services for Title III B Program) when completing this form.
- NN. RFP, Subparagraph 7.9.3.7.1 is deleted in its entirety and is replaced with the following:
- 7.9.3.7.1 Proposer shall prepare and submit a budget which outlines Proposer's anticipated costs and funding needed to provide Title III

C-1 Program Services for each Fiscal Year of the Subaward term (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019 and Fiscal Year 2019-2020). As such, Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Title III C-1 Program Services) in accordance with the requirements outlined in Appendix R (Instructions), Exhibit 1 (Guidelines for Developing Proposed Budget for Title III C-1 Program Services).

OO. RFP, Subparagraph 7.9.3.8.1 is deleted in its entirety and is replaced with the following:

7.9.3.8.1 Proposer shall prepare and submit a budget which outlines Proposer's anticipated costs and funding needed to provide Title III C-2 Program Services for each Fiscal Year of the Subaward term (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019 and Fiscal Year 2019-2020). As such, Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Title III C-2 Program Services) in accordance with the requirements outlined in Appendix R (Instructions), Exhibit 2 (Guidelines for Developing Proposed Budget for Title III C-2 Program Services).

PP. RFP, Subparagraph 7.9.3.9.1 is deleted in its entirety and is replaced with the following:

7.9.3.9.1 Proposer shall prepare and submit a budget which outlines Proposer's anticipated costs and funding needed to provide Title III B Program Services for each Fiscal Year of the Subaward term (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019 and Fiscal Year 2019-2020). As such, Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Budget for Title III B Program Services) in accordance with the requirements outlined in Appendix R (Instructions), Exhibit 3 (Guidelines for Developing Proposed Budget for Title III B Program Services).

QQ. RFP, Subparagraph 7.9.3.13.1 is deleted in its entirety and is replaced with the following:

7.9.3.13.1 To apply for any of the Preference Programs, upon receipt of a letter of certification and affirmation from DCBA substantiating Proposer's status as a LSBE, SE and/or DVBE vendor, Proposer shall complete Appendix D (Required Forms and Documentation), Exhibit 7

(Request for Preference Program Consideration). Proposer shall submit the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 7 (Request for Preference Program Consideration) and the certification letter from DCBA as part of Section J (Preference Programs) of the proposal.

RR. RFP, Subparagraph 7.10.2 is deleted in its entirety and is replaced with the following:

7.10.2 The proposal shall be a firm and final offer and may not be withdrawn for a period of two hundred seventy (270) days following the final proposal due date and time which are indicated in Subparagraph 7.3 (RFP Timetable).

SS. RFP, Subparagraph 7.11.1 is deleted in its entirety and is replaced with the following:

7.11.1 A complete proposal is one that includes the original hardcopy proposal, four (4) duplicate hardcopies of the proposal, two (2) electronic versions of the proposal (stored on thumb drives/flash drives) and two (2) electronic versions of both the financial capabilities documents and the cost allocation plan narrative (stored on thumb drives/flash drives where each drive contains both the financial capabilities documents and the cost allocation plan narrative). No facsimile (fax) or electronic mail (e-mail) copies will be accepted. This proposal shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of Proposer and shall bear the following words:

Proposal for Elderly Nutrition Program Services
Title III C-1 Program Services
Title III C-2 Program Services
ENP RFP Number AAA-ENP-1720 RFP
[Include name of Region]

TT. RFP, Subparagraph 7.11.2 is deleted in its entirety and is replaced with the following:

7.11.2 To submit the proposal, it shall be delivered by mail or in-person to:

County of Los Angeles
Workforce Development, Aging and Community Services
Contracts Management Division
Attention: AAA-ENP-1720 RFP
3175 West 6th Street, Room 403

Los Angeles, CA 90020-1708

UU. RFP, Subparagraph 8.1.1 is deleted in its entirety and is replaced with the following:

8.1.1 County reserves the sole right to judge, review and evaluate the contents of the proposals submitted pursuant to this RFP and to determine the final scores of the proposals. County reserves the right to waive inconsequential disparities or any informalities in a proposal if the sum and substance of the proposal is present. The evaluation and selection process will begin with receipt of the proposals which are due no later than Friday, January 27, 2017 by 12:00 p.m. (PST).

VV. RFP, Subparagraph 8.1.7.3 (Justification for Cost Increases) is added as follows:

8.1.7.3 Justification for Cost Increases

8.1.7.3.1 As indicated in Subparagraphs (), Proposer shall submit a PPS that reflects Proposer's unit rate and Proposed Subaward Sums for each Fiscal Year of the Subaward term where such rates may take into account any anticipated cost increases. In the event that Proposer reflects such an increase over the Subaward term, County reserves the right to request supporting documentation, justification, analysis, etc. from each Proposer to ascertain the reasonableness of the proposed cost increases. County will complete the MMQ review as well as the evaluation and scoring of the Business and Cost Proposals and for all Proposers who receive a passing score, County may this justification for cost increases as an additional element when making the final decision to grant a Subaward.

WW. RFP, Subparagraph 8.4.1.3 is deleted in its entirety and is replaced with the following:

**8.4.1.3 Subsection A-3 (Proposer's Pending or Threatening Litigation)
(100 maximum possible point deductions)**

8.4.1.3.1 The proposal will be evaluated based on a review of the information provided in response to Subparagraph 7.9.2.4.6 (Subsection A-3 (Proposer's Pending or Threatening Litigation)). Such review will be conducted to determine the significance of any litigation which may be pending against Proposer

and/or its principals. This review may result in point deductions of up to 100 points.

XX. RFP, Subparagraph 8.4.1.4 is deleted in its entirety and is replaced with the following:

8.4.1.4 Subsection A-4 (Proposer's Judgment Action(s)) (100 maximum possible point deductions)

8.4.1.4.1 The proposal will be evaluated based on a review of the information provided in response to Subparagraph 7.9.2.4.7 (Subsection A-4 (Proposer's Judgment Action(s))). Such review will be conducted to determine the significance of any judgment action(s) which may be pending against Proposer and/or its principals. This review may result in point deductions of up to 100 points.

YY. RFP, Subparagraph 8.5.1.2 is deleted in its entirety and is replaced with the following:

8.5.1.2 Determination of the Lowest Cost Proposal

8.5.1.2.1 The Total Proposed Subaward Sums reflected in the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 26 (Proposed Program Services for Title III C-1 Program) documents will be reviewed and evaluated for each of the three (3) Fiscal Years by Region. The maximum number of possible points for each form will be awarded to the lowest cost proposal where the lowest cost proposal reflects the lowest Total Proposed Subaward Sums for all Service Categories as indicated in Column F (Proposed Funding Amount) of the form. This review will take into account any Preference Program which Proposer may qualify for. All other proposals will be compared to this lowest cost and points will be awarded accordingly.

ZZ. RFP, Subparagraph 8.5.1.3 (Application of the Preference Program) is deleted in its entirety and is replaced with the following:

8.5.1.3 Application of the Preference Program for Title III C-1 Program Services

8.5.1.3.1 The Preference Program allows Proposer to receive a fifteen percent (15%) reduction from its proposed cost (i.e., Total Proposed Subaward Sums) and such Preference shall not exceed \$78,000 for Title III C-1 Program Services. As such, the maximum Preference amount that can be applied for each Fiscal Year's proposed cost is \$26,000. Should one or more Proposers receive DCBA certification for any of the three (3) Preference Programs and qualify to receive the fifteen percent (15%) Preference then the proposed cost submitted for each of the three (3) Fiscal Years will be adjusted by applying this Preference (not to exceed a maximum of \$26,000 for each Fiscal Year) to the Total Proposed Subaward Sums as follows:

8.5.1.3.1.1 For each Fiscal Year, County will determine which proposal reflects the lowest Total Proposed Subaward Sums that is submitted by Proposer who meets the Minimum Mandatory Qualifications.

8.5.1.3.1.2 Fifteen percent (15%) of the lowest Total Proposed Subaward Sums will be calculated (not to exceed a maximum of \$26,000 for each Fiscal Year) and that Preference amount will be deducted from the Total Proposed Subaward Sums submitted by all Proposers who request and are granted certification under one of the Preference Programs.

8.5.1.3.2 In no case shall the Preference be combined to exceed fifteen percent (15%) in response to this solicitation (i.e., when Proposer requests and is certified under more than one (1) of the Preference Programs, only one (1) Preference of fifteen percent (15%) will be applied to Proposer's cost for this criteria).

AAA. RFP, Subparagraph 8.5.2.3 (Application of the Preference Program) is deleted in its entirety and is replaced with the following:

8.5.2.3 Application of the Preference Program for Title III C-2 Program Services

8.5.2.3.1 The Preference Program allows Proposer to receive a

fifteen percent (15%) reduction from its proposed cost (i.e., Total Proposed Subaward Sums) and such Preference shall not exceed \$67,500 for Title III C-2 Program Services. As such, the maximum Preference amount that can be applied for each Fiscal Year's proposed cost is \$22,500. Should one or more Proposers receive DCBA certification for any of the three (3) Preference Programs and qualify to receive the fifteen percent (15%) Preference then the proposed cost submitted for each of the three (3) Fiscal Years will be adjusted by applying this Preference (not to exceed a maximum of \$22,500 for each Fiscal Year) to the Total Proposed Subaward Sums as follows:

8.5.2.3.1.1 For each Fiscal Year, County will determine which proposal reflects the lowest Total Proposed Subaward Sums that is submitted by Proposer who meets the Minimum Mandatory Qualifications.

8.5.2.3.1.2 Fifteen percent (15%) of the lowest Total Proposed Subaward Sums will be calculated (not to exceed a maximum of \$22,500 for each Fiscal Year) and that Preference amount will be deducted from the Total Proposed Subaward Sums submitted by all Proposers who request and are granted certification under one of the Preference Programs.

8.5.2.3.2 In no case shall the Preference be combined to exceed fifteen percent (15%) in response to this solicitation (i.e., when Proposer requests and is certified under more than one (1) of the Preference Programs, only one (1) Preference of fifteen percent (15%) will be applied to Proposer's cost for this criteria).

BBB. RFP, Subparagraph 8.5.2.3 (Application of the Preference Program) is deleted in its entirety and is replaced with the following:

8.5.3.3 Application of the Preference Program for Title III B Program Services

8.5.3.3.1 The Preference Program allows Proposer to receive a fifteen percent (15%) reduction from its proposed cost (i.e., Total Proposed Subaward Sums) and such

Preference shall not exceed \$4,500 for Title III B Program Services. As such, the maximum Preference amount that can be applied for each Fiscal Year's proposed cost is \$1,500. Should one or more Proposers receive DCBA certification for any of the three (3) Preference Programs and qualify to receive the fifteen percent (15%) Preference then the proposed cost submitted for each of the three (3) Fiscal Years will be adjusted by applying this Preference (not to exceed a maximum of \$1,500 for each Fiscal Year) to the Total Proposed Subaward Sums as follows:

8.5.3.3.1.1 For each Fiscal Year, County will determine which proposal reflects the lowest Total Proposed Subaward Sums that is submitted by Proposer who meets the Minimum Mandatory Qualifications.

8.5.3.3.1.2 Fifteen percent (15%) of the lowest Total Proposed Subaward Sums will be calculated (not to exceed a maximum of \$1,500 for each Fiscal Year) and that Preference amount will be deducted from the Total Proposed Subaward Sums submitted by all Proposers who request and are granted certification under one of the Preference Programs.

8.5.3.3.2 In no case shall the Preference be combined to exceed fifteen percent (15%) in response to this solicitation (i.e., when Proposer requests and is certified under more than one (1) of the Preference Programs, only one (1) Preference of fifteen percent (15%) will be applied to Proposer's cost for this criteria).

PART II (ATTACHMENTS TO ADDENDUM ONE)

- A. The RFP cover page is deleted in its entirety and is replaced with the attached cover page.
- B. RFP, Appendix A (Sample Subaward) is deleted in its entirety and is replaced with the attached Appendix A (Sample Subaward) which is dated December 20, 2016. Accordingly, all references made to RFP, Appendix A (Sample Subaward)

throughout the entirety of the RFP and its Appendices shall mean the attached Appendix A (Sample Subaward) dated December 20, 2016.

- C. RFP, Appendix D (Required Forms and Documentation) is deleted in its entirety and is replaced with the attached Appendix D (Required Forms and Documentation) which is dated December 20, 2016. Accordingly, all references made to RFP, Appendix D (Required Forms and Documentation) throughout the entirety of the RFP and its Appendices shall mean the attached Appendix D (Required Forms and Documentation) dated December 20, 2016.
- D. RFP, Appendix Q (Service Delivery Data) is deleted in its entirety and is replaced with the attached Appendix Q (Service Delivery Data) which is dated December 20, 2016. Accordingly, all references made to RFP, Appendix Q (Service Delivery Data) throughout the entirety of the RFP and its Appendices shall mean the attached Appendix Q (Service Delivery Data) dated December 20, 2016.
- E. RFP, Appendix N (Background and Resources – California Charities Regulation) is deleted in its entirety and is replaced with the attached Appendix N (Background and Resources – California Charities Regulation) which is dated December 20, 2016. Accordingly, all references made to RFP, Appendix N (Background and Resources – California Charities Regulation) throughout the entirety of the RFP and its Appendices shall mean the attached Appendix N (Background and Resources – California Charities Regulation) dated December 20, 2016.
- F. RFP, Appendix S (Notice of Intent to Submit Proposal) is added and is attached hereto.
- G. Attachment I (AAA-ENP-1720 RFP Questions and Answers Addendum One) is added as an addendum to the RFP.
- H. Attachment II (AAA-ENP-1720 RFP Mandatory Proposers' Conference Sign-In Sheet Addendum One) is added as an addendum to the RFP.

Proposers may submit written questions only pertaining to the information provided in this Addendum One by e-mail using the following e-mail address: aaarfp@css.lacounty.gov. All questions must be received no later than Wednesday, December 28, 2016 by 12:00 p.m. (Pacific Standard Time) and must be in writing. In accordance with Subparagraph 7.5.4, questions received outside of the manner and timeframe designated by County as noted herein is strictly prohibited and may subject Proposer's proposal to disqualification from the solicitation process. Without identifying the submitting company, all questions along with their corresponding answers will be compiled into a question and answer document ("Q & A"). The Q & A document will only be provided to each individual whose name and contact information is legibly provided on the Mandatory Proposers'

Conference sign-in sheet (refer to Attachment II (AAA-ENP-1720 RFP Mandatory Proposers' Conference Sign-In Sheet Addendum One)).